



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNCIL

Now Hiring: Legislative Committee Staff Associate

The Office of Legislative Council is now hiring one seasonal committee staff associate for the 2016 legislative session.

The committee staff associate provides administrative support to one of the fiscal committees by scheduling hearings and meetings, recording proceedings, maintaining committee documents, and assisting committee members, witnesses, and members of the public. The ideal candidate will have an understanding of the state fiscal process and the ability to work under pressure. Candidates must be professional, have excellent communication and interpersonal skills, and be able to use e-mail, Microsoft Office, and similar programs. No legislative experience is necessary and training will be provided. The committee staff associate position is session only (anticipated January–May). The hourly wage is \$22/hour, no benefits.

The Office of Legislative Council provides the General Assembly with nonpartisan legal advice and bill drafting services; administrative committee and operations support; and information technology services. As a result, applicants must be able to interact with all members and staff of the General Assembly in a professional and nonpartisan manner.

Please submit a resume and a cover letter by Wednesday, October 26, 2016 to: applications@leg.state.vt.us. Please include the subject line: “Operations – Staff Associate” in your e-mail.